

1. Discussion
 - What do you want to know about Google Tools?
 - Do you use Google Drive in teaching writing?
 - ... in teaching collaboration?
 - Why not?
2. “Google Docs in Plain English” video.
3. Set up gmail accounts.
4. Share document with participants. Explore Share Options
 - Edit, View Only, Comment
5. Explore Drive and Docs
 - Folders
 - Creating a Document
 - Editing within a Document
 - Real time editing
 - Inserting Comments
 - Voice Typing
 - Downloading in file types
 - Uploading any files (pdf, .docx, jpg, m4a, etc.)
6. Explore my Drive
 - Folders
 - Revision History
 - Period 8 “Tuesdays With Morrie” Lit. Analysis Essay
 - PDF pen (apps for grading with styli) on pads/tablets
 - Notability
7. Mastery Learning for Teaching Writing